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CIA-RDP70-00211R000700090002-2

Chief, Security Records Division

Chief, Inspection Staff

Dissemination Policy - Reports
 (FBI Inquiry)

(Thermofax paper and other rapid processing methods)

1. Mr. Sam PAPICH, Liaison Representative to this Agency from the Federal Bureau of Investigation made inquiry of the Office of Security regarding CIA policy in relation to the dissemination of thermofax paper and similar reproductions of information.

2. Inquiry was made by the Chief, Inspection Staff to the Chief, Records Management Staff, CIA to determine if an Agency policy or position had ever been developed in this regard. The Chief, Records Management Staff stated that no official position had been developed or issued by this Agency in this regard. He stated that the United States Archives tried to get money from CIA as well as other agencies for research to be performed by the Bureau of Standards relative to different types of papers or reproductions and the lasting quality of each. He further stated that the Department of the Air Force and others were going to give funds for this research. The Chief, Records Management Staff was informed that the Office of Security, in order to answer the FBI inquiry, would make inquiry to appropriate components of CIA relative to their policy and practice relating to the types of reproductions used in disseminating reports to individuals or organizations outside of CIA. The following are results of such inquiries:

a. Liaison and Collection Division, OCR -

This Division does not knowingly use thermofax or similar processes except for expediency or convenience -- not for a permanent record or official Agency dissemination.

b. Documents Division, OCR

Not used for outside dissemination -- usually photostat copies used for expedite copies --
 Printing or offset used for regular dissemination of Intelligence reports.

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Very rare when Documents Division sends or receives thermofax prints for dissemination.

c. OCR - Office of Assistant Director
[redacted] Special Assistant

[redacted] stated that OCR does use reproduction techniques which produce copies of information papers for temporary use but does not use such techniques for reproductions to be disseminated outside CIA.

It is the exception rather than the rule if a thermofax reproduction is sent outside CIA by OCR. When such is done, it is normally only at a working level and used as working papers and not as a finished report.

d. OSI -

[redacted]
OSI uses typed or finished papers for outside dissemination --
Uses thermofax for only internal convenience and temporary use.

e. OCI -

[redacted]
Permanent type reproductions are used for dissemination of OCI production.
Temporary reproductions, such as thermofax, etc. are used for only internal use for convenience purposes and not for "record" purposes.

f. Records Integration Division (RI)

[redacted]
RI in making CIA external disseminations of results of name traces through its holdings produces such information by the typing process. Individual letters are sent to the Agency requesting the information. In rare cases when a large document need be sent as an attachment to a report a copy of such document may be reproduced by thermofax or other similar temporary methods and transmitted to the requesting Agency.

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g. Requirements (RCM)
FI Staff - Deputy Chief

Dissemination of reports from FI Staff, DD/P are made on a permanent type reproduction, such as, typing individual reports in memorandum form or by use of offset printing.

Temporary techniques such as thermofax are not used for dissemination outside of CIA.

h. CI Staff

CI Staff uses only good hard copy for dissemination outside the Agency, i.e., typed copy or multilith reproductions.

Only in rare cases does CI Staff give thermofax reproductions to other Agencies and then this is usually an extra copy of something previously given or an advance copy of something they are to get later on in good hard copy.

3. After checking with appropriate components of CIA, as shown above, it was ascertained that it was the policy and practice of those offices who disseminate reports to use permanent type reproductions for such purposes, i.e., typed reports, offset printing, printing, etc. and not reproductions that are of a temporary nature such as thermofax, etc.

4. Based on the above, the Chief, Management Staff stated it would be all right to inform the FBI that it is CIA policy and practice to disseminate reports on permanent type reproductions and not on reproductions that are maintained for short term use and retention.

5. Colonel Edwards was informed of this review, as shown above, and that Mr. Papich would be informed the Agency policy and practice in regard to the type of reproductions used for dissemination of reports.

6. On 12 May 1959, Mr. Papich of the FBI was informed of the Agency policy and practice as cleared by the Management Staff, as shown above. Mr. Papich was asked the purpose of his inquiry and he stated that the FBI is trying through the Intelligence community

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to reduce the temporary type of reproductions the FBI is receiving. Mr. Papich was informed that there is a Documents Committee under the United States Intelligence Board (USIB) on which the ** FBI* and CIA have members and that he may wish to explore through the FBI representative on the Committee the benefits this Committee may be able to provide the FBI in solution to its problem. He stated he would discuss the matter with the FBI representative on the Documents Committee.

25X1 7. [redacted] of OCR, who serves as the CIA representative on the Documents Committee was notified as to what was told Mr. Papich and that Mr. Papich would get in touch with the FBI representative on the Documents Committee.

8. This memorandum is prepared for your information and to document a policy statement given to the FBI. This memorandum is submitted for proper entry into our records system.

[redacted] 25X1
Chief, Inspection Staff/OS

** In error. FBI is not regularly represented. B 9/24/77*

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